



General Employee Benefits Regular Part-Time & Full-Time Employees

Medical and Prescription Insurance: The City offers two plan options to employees, spouses and eligible dependents through the Association of Washington Cities (AWC) Benefit Trust, one from Kaiser Permanente, and the other from Regence. Both choices require a minimal employee contribution. Employees are eligible for medical benefits the month *following* the first day of employment, provided they are compensated for eighty (80) hours in the first month. Plans terminate first day the month following the date of termination / retirement from City employment. Employees may review their plan choice annually during the open enrollment period in November. Regular part-time employees whose positions are classified as eighty (80) hours per month to one hundred fifty (150) hours per month are eligible for employee-only coverage. Employees that are classified as less than eighty (80) hours per month are not eligible for coverage.

Dental and Vision Insurance: Coverage is also offered through the Association of Washington Cities (AWC) Benefit Trust. The City pays the premiums for dental and vision insurance for employees, spouses, and eligible dependents for regular full-time employees and to part-time employees whose positions require eighty (80) hours or more per month. Employees that are classified as less than eighty (80) hours per month are not eligible for coverage.

Retirement: Public Employees Retirement System (PERS) offers two (2) qualified retirement plans through the Washington State Department of Retirement Systems (DRS). Employees may choose a plan within ninety (90) days of hire, or automatically be enrolled in PERS "Plan 2". All plans require a mandatory employee and employer contribution and are effective the date of hire.

Deferred Compensation: The City offers two (2) deferred compensation programs: Nationwide and Washington State Deferred Compensation Program (DCP) through the Department of Retirement Systems (DRS). The City matches dollar for dollar up to \$120 a month. Access to this benefit requires participation from the employee.

Holidays: The City recognizes twelve (12) eight-hour holidays per calendar year. Of those holidays, one is the employee's birthday, and a second is a floating holiday. New employees hired prior to July 1st of their year of hire receive a floating holiday. New employees hired July 1st or later in their year of hire do not receive a floating holiday until the following year. The birthday and floating holiday must be used by the end of each calendar year or will be forfeited.

Sick Leave: Sick leave for regular full-time employees accrues at a rate of eight (8) hours per month. Regular part-time employees accrue paid sick leave on a pro rata basis for hours worked in a workweek. Employees may carry-over a maximum of 1136 hours on January 1. After January 1, hours accrued beyond the 1136-hour carry-over will be lost. Use of sick leave benefits may require documentation.

Vacation Leave: Paid vacation leave benefits for regular full-time employees accrue at the rate of 6.68 hours per months effective from the date of hire, yielding eighty (80) hours of vacation after completion of one (1) year of full-time employment. For each additional year of employment, employees accrue an additional eight (8) hours of vacation leave through the tenth (10th) year. After completion of fifteen (15) years, employees accrue up to a maximum of two hundred (200) hours per year. Regular part-time employees will accrue paid vacation on a pro rata basis for hours worked in a workweek. Part-time employees will accrue a maximum of five (5) days of prorated vacation time. Use of vacation leave must be in accord with City policy.

Life Insurance: The City provides each employee a \$25,000 basic life insurance policy through The Standard. Employees have the option to purchase additional life insurance for the employee and the employee's spouse.

Supplementary Insurance: The City also sponsors two (2) optional programs:
AFLAC - a flexible benefits plan, also known as a cafeteria plan
TASC – a flexible Spending Account that allows you to contribute pretax dollars to out of pocket healthcare and dependent care expenses.

****Benefits may differ for individual employees or employee groups; please refer to hire letters for details. **If you have questions, please contact the Human Resources Office.******